

**SCMS Reengineering Session
Information Technology Management System**

**May 15 - May 18, 2007
Location: Chicago Office
Building 201, Room 3A**

Objectives:

- Approve and Finalize Requirement Report (including identification of SMEs for individual requirements)
- Finalize Subject Areas and Management System Description (MSD), including:
 - Identify and Finalize Subject Areas (including information required for Proposed Subject Area Forms)
 - Prioritize Subject Area and Identify/Draft Procedures
- Develop Action Plan for post-workshop activities: schedule, priorities, assignments

Day 1 - Tuesday

8:30 am	Workshop Welcome/Introduction	Jeff Roberts
8:45 am	Chicago Welcome	Bob Wunderlich
9:00 am	Plenary Session SCMS Orientation; review of goals/objectives/agenda	Jeff Roberts
9:30 am	A few words from the MSO	David Frietsch
9:45 am	Review of How to Determine what belongs in a Subject Area and Template use	SCMS Operations – Peggy Sutherland
10:30 am	Break	
10:45 am	Complete the Requirement Report	All

[Lunch Break as Determined by Group]

1 pm	Subject Area Team Work Review the completed Requirement Report for applicability to your Group Develop SA Descriptions	Facilitators/IT Workshop Teams
4 pm	Daily Wrap Up Action items that were identified Requirements issues that were discussed Progress made in SA development	SCMS Support Team/MSO/Facilitator/CDLs

Day 2 – Wednesday

8:30 am	SCMS navigation, process review, resources available	SCMS Operations: Peggy Sutherland
9:15 am	Subject Area Team Work (cont'd) Complete Subject Area Description Develop Procedures	Facilitator/Team Members

[Lunch Break as Determined by Groups]

1 pm	Resume Subject Area Team Work	
4 pm	Daily Wrap Up Action items that were identified Requirements issues that were discussed Progress made in SA development Progress made in procedure development	SCMS Support Team/MSO/Facilitator/CDLs

Day 3 – Thursday

8:30 am	Subject Area Team Work (cont'd) Complete Subject Area Descriptions Develop Procedures Develop Action Plan Review Requirement Report and adjust SA mapping as needed	Facilitator/Team Members/CDLs
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[Lunch Break as Determined by Groups]

1 pm	Resume Subject Area Team Work	
2 pm	Requirements and MSD finalizing Each CDL brings their annotated RM report and MSD comments to this collaborative session.	CDL Leads, MSO, Admin

Team Members continue separately with
content development

4 pm	Daily Wrap Up Action items that were identified Requirements issues that were discussed Progress made in SA development Progress made in procedure development	SCMS Support Team/MSO/Facilitator/CDLs
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Day 4 – Friday

8:30 am	Subject Area Team Work (cont'd) Finalize Action Plan Email Action Plan to MSO and Peggy Sutherland	Facilitator/Team Members/CDLs
10:30 am	Session Wrap-up	CDLs/MSO/SCMS Support